



STATE OF WEST VIRGINIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT

MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Please see instructions before completing this form. If you need more space than allowed, please attach a document.

Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

I. Small MS4 Operator Information

1. Annual report reporting period:05/24/2018 - 05/23/2019		
2. Name of MS4:Berkeley County, WV (BCPSSD)		3. Registration number:WVR030019
4. Primary contact:Terry Goodwin		5. Title:MS4 Coordinator
6. Mailing address:P.O. Box 944		
7. City:Martinsburg	8. Zip code:25402	9. County:Berkeley
10. Telephone number:304-263-8566 ext. 209		
11. Email:tgoodwin@bcpssd.com		

II. Impaired Waters Information

12. Does the MS4 discharge into impaired water bodies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2009 General Permit, p. 25, #12) - Continuously submit semi-annual samples for two industrial facilities and one representative outfall in March/April and August/September 2019. - Visual monitoring of two streams, Jordan Run and Sylvan Run, performed in December 2018 and January 2019 respectively. - In accordance with County Storm water Management Ordinance, Article V, Section D, water quality improvements including runoff reduction are required for development and redevelopment projects. Requirements of ordinance were presented to construction permit holders during engineering concept meetings at County Engineering Department. Final plans with current water quality requirements were reviewed and approved by County Engineer. - Internal employee P2 training and radio appearance detailing storm water management practices for use by local residents. - Implement grant funding for storm water staffing, stream monitoring, and best management practices to meet minimum control measure requirements. - Regular meetings with Tuscarora Creek Project Team, Cacapon Institute tree planting events, and public education demonstrations. - Regular construction site inspections and follow-up enforcement. IDD&E responses for phone and "Contact Us" citizen reports.		
14. Has a TMDL been developed since your plan was approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

III. Fiscal Reporting

15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2009 General Permit and not those for MCMs implemented by other entities. (WV MS4 2009 General Permit, p. 25, #13)	
16. Please provide total capital expenditures for this reporting period.	\$0
17. Please provide total operating expenditures for this reporting period.	\$114,475

IV. Coordination Efforts and Organization

18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2009 General Permit, p. 24, #9)

- Martinsburg Stormwater Management, public education and outreach efforts and planning for educational opportunities, grant funding, and staff training
- WVDEP, MS4 Permit Workshop 1/29/2019 and County Stormwater BMP Workshop 8/3/2018
- Region 9 Planning and Development Council meetings, WV DOH map and project plan sharing, City of Martinsburg education resources, and outreach opportunities with all MS4s
- Cacapon Institute, tree plantings and public education and outreach Fall 2018 and Spring 2019.
- WVDEP, Berkeley County Planning Commission, Berkeley County Engineering Department, Region 9 Planning and Development, WV Division of Highways, Cacapon Institute, Tuscarora Creek Project Team, WV Division of Forestry, Canaan Valley Institute

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

Terry Goodwin
Phone: 304-263-8566 ext. 209
Email: tgoodwin@bcpssd.com

V. Changes to SWMP

20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2009 General Permit, p. 24, #6 and #7)

MCM 3 - Focus on creating a complete map of existing storm water BMPs. Inspector will create a phased priority schedule to include the area that will be mapped, dates of inspections, and completion date for each phase. Final completion date will be 1 year, May 2020. Measurable goals will include number of new BMPs mapped per week and total number of BMPs mapped at conclusion of project. The effect on our program will be a better understanding of existing infrastructure, preparation of inspection schedule for existing BMPs, and priority listing of maintenance required.

23. Is additional documentation attached?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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VI. MCM 1: Public Education and Outreach (WV MS4 2009 General Permit, p. 5-6)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25. Contact: Terry Goodwin	26. Phone: 304-263-8566 ext. 209	

Performance Measure 1a: Program implementation

27. Were the proposed activities for developing a public education and outreach program implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1) <ul style="list-style-type: none">- Stormwater team participated in 5 education outreach events.- Regularly updated Storm water tab on BCPSSD.org website to include relevant information about local water quality impairments.- Participation in local radio interview on WEPM presenting storm water information for residents 1/24/2019- Storm water Management Plan available on BCPSSD.org- Notice of Violations sent to residents and developers including storm water education materials- Over 1,480 education flyers and handouts distributed to local residents and businesses- Bulletin Board with education and community events displayed in lobby of BCPSSD Administration Building			
29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts				
31. Did you evaluate the effectiveness of the public education and outreach program?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period? (WV MS4 2009 General Permit, p. 24, #2) <ul style="list-style-type: none"> - Public awareness of storm water issues and our storm water program were evaluated through conversations and during outreach events - Messages on the "Contact Us" link on BCPSSD.org were forwarded to the storm water team and reports were created for actions taken - Public outreach events indicated storm water issues are understood by a growing portion of the community, school aged individuals and young adults, and local outdoor and gardening clubs/groups. The county storm water program is becoming well known, based on an increase in outreach materials and events. - Visits are tracked through Google for the storm water webpage. 				
33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach. <ul style="list-style-type: none"> - Public outreach will continue developing into a highly interactive program for receiving input about improving storm water program goals 				

Performance Measure 1c: Documentation and tracking of public education and outreach efforts			
35. Did you track and keep records of your outreach activities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
37. Are your records available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing. <ul style="list-style-type: none"> - Monthly data is compiled in a spreadsheet for flyer distribution - Event agendas are saved in storm water department files - Photos are recorded for events 			

VII. MCM 2: Public Involvement and Participation (WV MS4 2009 General Permit, p. 6-7)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
41. Contact: Terry Goodwin	42. Phone: 304-263-8566 ext. 209	

Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP

43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)		
46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2009 General Permit, p. 24, #1) - County engineering sponsored developer's/surveyor's best management practices meeting on August 3, 2018 - MS4 seminar at District Administrative office for engineers and developers October 25, 2018		
47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.). (WV MS4 2009 General Permit, p. 24, #2) - Emails and responses - Surveys from meetings and workshops - Number of participants documents by sign in sheets		
48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2009 General Permit, p. 24, #4) - Continued outreach to developers, contractors, and builders - Contacting local HOAs - Storm water program updates mailed to customers and local residents		

Performance Measure 2b: Communications with community, watershed, and environmental organizations			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2009 General Permit, p. 24, #4) - County attends regular Tuscarora Creek Team Project meetings (quarterly) - Regular participation in Cacapon Institute's Carla Hardy West Virginia Project CommuniTree tree planting and education events - Email and phone communications with Canaan Valley Institute for partnership opportunities and watershed improvement events - Martinsburg/Berkeley County Garden Club meetings and presentations			
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 2c: Public availability of SWMP and annual report	
53. Did you make your SWMP and annual report available to the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it. https://bcpssd.org/wp-content/uploads/2017/08/BerkeleyCounty_SRA.pdf Physical copy available at BCPSSD Admin Building in Stormwater Department	

VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2009 General Permit, p. 7-10)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
56. Contact: Terry Goodwin	57. Phone: 304-263-8566 ext. 209	

Performance Measure 3a: MS4 map

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2009 General Permit, p. 24, #1) - On site verification of BMPs, including location and photographs, are continuously being updated by MS4 Inspector - MS4 Inspector receives training in inspection and GPS to regularly update the MS4 map - Spring/Summer 2018 partnership with Solid Waste Authority internship program provides support to search for and identify illicit discharges while cleaning litter along roadways and streams. Reports sent to Storm water Management team.			

Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.3.b)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2009 General Permit, p. 24, #1)		

Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented. - Streams monitored were surveyed for illicit connections - Provide PSSD staff IDDE training - With a staff of 2 full time and 1 part time employee, continuous progress is made in an effort to identify illicit discharges by performing specific stream monitoring and responding to phone calls and emails about potential illicit discharges. - Continued partnership with Solid Waste Authority internship program will provide support to search for and identify illicit discharges while cleaning litter along roadways and streams. Reports will be sent to Storm water Management team.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
65. How many field assessments were conducted during the reporting period?	248	
66. How many illicit discharges were identified during the reporting period?	6	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? - Inadequate Erosion and Sediment Controls at construction sites - Illegal dumping - Legacy facilities and unoccupied/abandoned properties - Inadequate good housekeeping at construction sites		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program. 1. Sediment 2. Trash/floatables 3. Oil/Grease 4. Leaf litter 5. Fecal coliform		
69. How many corrective actions were taken to remove illicit discharges?	6	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	3	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste			
72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1) <ul style="list-style-type: none"> - Two education and outreach events speaking with local residents and distributing education materials - Maintain BCPSSD.org Stormwater Management webpage with a listing of sources and ways to prevent illicit discharges - "Contact Us" link on BCPSSD.org website for residents and businesses to report illicit discharges - Participation in local radio interview on WEPM presenting stormwater information and illicit discharge education 1/24/2019 - Notice of Violation sent to permit holders which included resources to reduce and eliminate sources of illicit discharges - Total of 1,480 educational flyers and pamphlets distributed to community 			
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2009 General Permit, p. 24, #2) <ul style="list-style-type: none"> - Conversations by phone and email - Residents concerned about stormwater runoff and suspected illicit discharges called the BCPSSD administration office and phone calls were forwarded to the stormwater department for further guidance and necessary corrective actions. - Emails were forwarded to the stormwater inspector for review and appropriate corrective actions were taken. 			
76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges			
78. Have you developed a program to train municipal employees on illicit discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
79. Did you conduct any municipal employee training during this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
80. List and briefly describe the training activities conducted during the reporting period. (WV MS4 2009 General Permit, p. 24, #1) - BCPSSD Stormwater employees attended IDDE training webinar 10/2/2018. - Pollution Prevention training, including IDDE, was provided to Construction Crew employees on 3/1/2019. - Pollution Prevention training, including IDDE, was provided to Maintenance Crew employees on 2/1/2019.			
81. How did you evaluate the effectiveness of the training activities? (WV MS4 2009 General Permit, p. 24, #2) - Sign in sheets for employee training - Weekly inspection checklists completed by trained employees - Bi-monthly inspection completed by stormwater inspector			
82. How many municipal employees were trained to identify and report illicit discharges? (WV MS4 2009 General Permit, p. 24, #2) 20			
83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

IX. MCM 4: Construction Site Runoff Control (WV MS4 2009 General Permit , p. 10-12)

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
86. Contact: Terry Goodwin	87. Phone: 304-263-8566 ext. 209	

Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater

88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.4.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2009 General Permit, p. 24, #1)			
91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
93. Please indicate the number of plan approvals during the reporting period.	63		
94. Please indicate the number of construction site inspections during the reporting period.	248		
95. Please indicate the number of enforcement actions during the reporting period (can attach document).	156		
96. Are enforcement records maintained and available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2009 General Permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2009 General Permit, p. 24, #1) <ul style="list-style-type: none"> - Pre-construction meetings with developers and construction/excavating crews to review stormwater management requirements - Construction site inspections for compliance with site plan and regulations - Review of Stormwater Ordinance with developers and surveyors - Training materials and educational resources provided to construction site supervisors and developers 			
99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2009 General Permit, p. 12-19)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
102. Contact: Terry Goodwin	103. Phone: 304-263-8566 ext. 209	

Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2009 General Permit (Part II Section C.5.a.ii.A)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2009 General Permit, p. 24, #1)			
106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.4)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
109. How many projects were reviewed during the reporting period?	95		
110. What types of projects were reviewed (residential, commercial, industrial, etc.)? (WV MS4 2009 General Permit, p. 18, #2) - Residential, Commercial, and industrial projects were reviewed during the reporting period - Records of project reviews available upon request			
111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2009 General Permit, p. 18, #3) - In general, level 1 bioretention is used to meet post construction runoff requirements due to karst considerations			

<p>112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3) during the reporting period. Please indicate if you have attached additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p>- N/A</p>		
<p>113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2009 General Permit (Part II, Section C.b.5.a.ii.A.4) during the reporting period. Please indicate if you attach additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p>- N/A</p>		
<p>114. How many maintenance agreements were approved during the reporting period? (WV MS4 2009 General Permit, p. 18, #4)</p>	<p>5</p>	
<p>115. Were any maintenance agreements recorded at the county courthouse?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken. (WV MS4 2009 General Permit, p. 18, #5)</p> <p>- Berkeley County Engineering and the Planning Department maintain records of as-built facilities</p>		
<p>117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</p>		

Performance Measure 5b: Long-term watershed protection elements			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2009 General Permit (Part II Section C.5.a.i.A)?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially <input type="checkbox"/> No
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2009 General Permit, p. 18, #1)			
121. Minimize impervious cover.	Article V, Section B.2.b		
122. Preserve, protect, create, and restore ecologically sensitive areas.	Article V, Section D.3.f and F.1		
123. Implement practices that prevent or reduce thermal impacts to streams.	Article V, Section B.2.g and B.4		
124. Seek to avoid or prevent hydromodification of water bodies caused by development.	Article V, Section B.3 and D.3.e		
125. Minimize impacts to existing vegetation (especially trees).	Article V, Section B.2.b		
126. Minimize impacts to native undisturbed soils.	Article V, Section C.3.b.vi		
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2009 General Permit, p. 24, #1) - N/A			

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2009 General Permit, p. 24, #8)		

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2009 General Permit, p. 19-21)

130. Did you complete all the required performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
131. Contact: Terry Goodwin	132. Phone: 304-263-8566 ext. 209	

Performance Measures 6a and 6b: Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period. - One stormwater pollution prevention plan for each location, Construction Shop and Maintenance Shop implemented - Training for pollution prevention and good housekeeping provided to responsible personnel at Construction and Maintenance Shops - Recordkeeping maintained on-site at each location and at BCPSSD Administration Stormwater Department - Stormwater employees complete continuing education. Records maintained at BCPSSD Administration Stormwater Department			
135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2009 General Permit (Part II Section C.b.6.a).			
139. How many inspections were conducted at each municipal facility during the reporting period?	20		
140. List the top three problems that you have found while conducting inspections at municipal facilities. - Need to provide additional storage space - Open containers exposed to weather - Timely disposal of waste materials			
141. Were these problems corrected? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)		

Performance Measure 6c: Municipal employee good housekeeping training			
144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
147. How many employees received training during the reporting period? (WV MS4 2009 General Permit, p. 24, #1)	23		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2009 General Permit, p. 24, #2) - Sign-in sheet for training activities - End of week checklist completed by trained employees at each location - Bi-weekly inspections performed by stormwater inspector - Improvements recorded and maintained at BCPSSD Administration Stormwater Department			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			